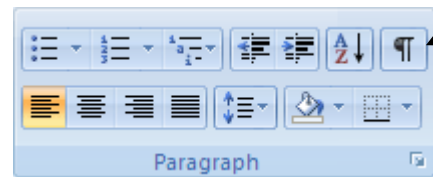


SHOW/HIDE FORMATTING MARKS

Show Hide Formatting Marks

Ribbon, home tab, paragraph group

Click show/hide button 



Note: The Show/Hide button doesn't turn off all formatting marks. The Show/Hide button will not hide all formatting marks if you selected certain marks, such as paragraph marks or spaces, to be displayed at all times.

Turn off selected formatting marks

Click the **Microsoft Office Button**

Click **Word Options**.

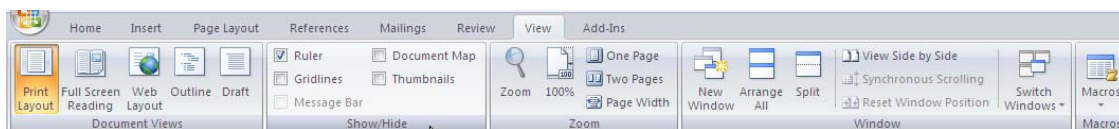
Click **Display**.

Under **Always show these formatting marks on the screen**, clear the check boxes for any formatting marks that you do not want to show in your documents at all times.



SHOW/HIDE COMMANDS

The show/hide command group - helps with the creation, editing and navigation of your documents.



Rulers

Horizontal and vertical - help you align text. Both rulers display the margins, while the horizontal ruler displays indents and tabs.

Gridlines

Provide a grid of vertical and horizontal lines that help you align graphics and other objects in your documents. Viewed only in print layout view.

Document map

Appears to the left hand side of the screen and lets you see the structure of your document.

Thumbnail

Small picture of a page can be displayed in the left hand side of the page.

